



## ATTENDANCE POLICIES

### CLASS HOURS:

- **Toddlers, Jr. Pre-K and VPK: 8:30 a.m. to 2:30 p.m.**
- **Kindergarten: 8:15 a.m. to 3:00 p.m.**
- **Elementary (Grades 1 to 5): 8:15 a.m. to 3:15 p.m.**
- **Middle School (Grades 6 to 8): 7:50 a.m. to 3:00 p.m.**

**Office Hours:** 8:00 a.m. to 4:00 p.m.

**Our Campus is open from 7:30 a.m. to 5:30 p.m. Before/After-School Care is included in the Tuition.**

**Note:** Pick-up after 5:30 p.m. will incur a late pick-up fee of **\$5.00 for every 15 minute fraction**. This amount must be paid on the same day, in cash, to the Staff member in charge. Students cannot be dismissed prior to their class ending time.

### STUDENT TARDIES:

In order to avoid class disruption and/or inconvenience to teachers and classmates, it is essential for all students to arrive to school on time each morning.

#### 1. **LATE TIMES:**

**Middle (Gr. 6-8): 7:51 a.m. Elem. (Gr. 1-5): 8:16 a.m. Kindergarten: 8:16 a.m. Preschool (TOD thru VPK): 8:31 a.m.**

2. The National Anthem will be played at 7:50 a.m. for Middle School, at 8:15 a.m. for Kinder and Elementary, and at 8:30 a.m. for Preschool. Students must be inside their classroom at their corresponding time ready to stand and pledge the flag.
3. **ATTENDANCE SYSTEM.** Students are required to wear their **ID badges daily**. These will be scanned upon arrival. Their exact arrival time will be recorded in our computerized system.
4. **TARDY FEES.** Students, who arrive one minute late will be marked tardy. If the tardy exceeds **two (2)** or more minutes, they may accrue a fee. All students will be allowed **three (3)** "tardies" per quarter **without being charged a late fee**. On the **third (3<sup>rd</sup>)** incident, students will receive a notice advising parents that no other grace tardies will be provided for the quarter. From the **fourth (4<sup>th</sup>)** incident and on, **\$5.00 will be charged to the student's account**. **Report Cards, Transcripts and/or Promotion Certificates will not be given to parents with past due accounts or unpaid tardy fees.**
5. **TRUANCY.** On the **fourth time** a student arrives late to school during **ONE QUARTER**, parents will be contacted and charged a "Tardy Fee" of \$5 per tardy for the remainder of the quarter. If the truant behavior continues, parents will be called in by Administration to discuss the situation and possible consequences.

### STUDENT IDENTIFICATION BADGES:

1. Students are to bring their personalized school ID Badges every day as part of their school uniform.
2. ID's will be scanned upon arrival, at dismissal, and before/after extra-curricular activities or classes.
3. ID scans will be used to monitor attendance as well as "Student Tracking" after school.
4. If a student forgets his/her ID, they must go to the office and pick-up a Temporary ID to scan in the morning and for dismissal.
5. The third time a student arrives without an ID, he/she will have a NEW ID issued and a **\$10.00 fee** will be due immediately.
6. Students arriving without an ID will be marked as not having an ID, even if their parent drops off the ID afterwards.

### STUDENT ABSENCES/ EARLY DISMISSALS:

1. Students returning to school from an absence must submit a note from parent explaining reason for absence to [info@highpointacademy.com](mailto:info@highpointacademy.com). Student that arrives to school without this note will forfeit the excusal of assignments missed for the day and earn a "0" for the day's work.
2. Students should not be absent on a day that a test or project presentation is scheduled.
3. In cases of **EXCUSED** absences, a doctor's note is **required** and test/quiz will be administered the day student returns to school from the absence, (exceptions may apply).
4. Students that missed a test/quiz due to an **UNEXCUSED** absence may receive a "0" or teacher may administer the make-up test immediately upon returning to school, at his/her full discretion.
5. It is the student's responsibility to find out about missed assignments or study material and be prepared accordingly upon returning to school.
6. **ALL excused absences require a doctor's note detailing illness/injury and an explanation.**
7. Students that are considered "truant" may not be promoted and/or may be required to make up the days during Summer School, depending on the circumstances.
8. All doctor/dentist appointments must be scheduled after-school, not during school hours. Early dismissals are discouraged.
9. A minimum of **170 days** of attendance is required in order for student to be promoted. *Individual evaluations will be made for students with EXCUSED absences during the school year. Summer School may be required to make up days absent.*